

Position	Housekeeper
Department	Juvenile Detention Center
Supervisor	Maintenance Technician Leadman
Supervises	No One
FLSA Status	Non-Exempt

Position Summary:

Housekeeping Staff performs the necessary custodial duties throughout the Facility on a daily (weekly, monthly, and semi-annual – to be determined by the supervisor) basis.

Significant Responsible Areas:

- Vacuums all carpeted areas of the Facility on a daily basis
- Sweeps and mops (with disinfectant) all tile floors in a daily basis
- Cleans and disinfects all toilet bowls, urinals, wash basins, vanity tops, mirrors, and water fountains on a daily basis
- Cleans, picks-up, and arranges Staff break room on a daily basis (includes coffee maker, microwave, and stove)
- Scrubs wall surfaces to remove unsightly/unsanitary stains, as needed
- Empties all trash cans and wastebaskets on a daily basis, placing it in the dumpster
- Empties and cleans ashtrays on a daily basis
- Checks and refills all restroom tissue, soap, and paper towels, as needed
- Notifies the Maintenance Technician Leadman or Shipping & Receiving Clerk when paper and cleaning supply stocks are low
- Cleans all windows of the Facility on a weekly basis, daily for frequently used areas
- Dusts and polishes all conference room tables, chairs, and accessories (wooden), on a weekly basis
- Vacuums and damp cloth cleans all cloth chairs, on a weekly basis
- Performs other job duties as assigned

Requirements:

- Valid Oklahoma State driver's license preferred
- Must be able to work flexible hours
- At least 22 years of age
- Must be in overall good health

Education Requirements:

- High school diploma, or equivalent required
- Associates or some college credits preferred

Relevant Experience:

- One year experience in general maintenance of a comparable sized Facility
- Knowledge of health, fire safety, and building codes as they deal with storage and usage of potentially hazardous cleaning products

Behavior Dimensions:

Communications:

Oral	Verbal – Must be able to utilize verbal communication to effectively convey ideas and information to Staff and Residents Nonverbal – Must have appropriate eye contact, body language, and gestures while communicating with others.
Written	Must be able to prepare forms in a correct grammatical form
Presentation	Must be able to present information to Facility Staff and Residents
Listening	Must be able to respond to statements of others and clarify questions to ensure persons that they have been heard

Leadership:

Vision	Must be able to identify janitorial/maintenance problems
Influencing Individuals	Must be able to utilize appropriate interpersonal styles
Team Work	Must be able to utilize appropriate interpersonal skills to provide a cooperative team process

Decision Making:

Analysis	Must be able to identify maintenance problems
Innovations	Must be able to review information and recognize creative solutions
Decisiveness	Must be able to review problem situations, make appropriate decisions, and implement the solution in a timely manner
Judgment	Must be able to consider alternative solutions and select alternative courses of action

Interpersonal Skills:

Sensitivity	Must honor the rights and privileges of Facility Staff, Residents, and visitors
Conflict Resolution	Must be able to recognize differences of opinion and look for a win-win solution
Diversity Awareness	Must be able to show respect for all people regardless of their race, gender, disability, lifestyle, or viewpoint
Relationships	Must be able to establish friendly, long term relationships with others and demonstrate concern for others

Personal Motivation:

Adaptability	Must be able to work effectively in varied situations, with a minimum of loss of productivity and confusion
Initiative	Must take action when it is not required, request additional

Integrity	responsibilities, and start new projects without being directed Must possess a high level of personal and societal values, as well as be honest and trustworthy
Tenacity	Must follow through on projects and complete work in spite of complications or setbacks
Stress Tolerance	Must perform under conditions where pressure, resistance, or opposition make work situations difficult, and must remain productive in times of crises or critical events
Physical Fitness	Must be physically capable of performing the demands of the position
Mental Fitness	Must be psychologically capable of handling the responsibilities of the position

Proficiencies:

Job Knowledge	Must know what is expected of your job position
Professional Knowledge	Must possess knowledge of the techniques and methods used in general building trades, maintenance, and custodial services

Management:

Planning	Must be able to structure work time in order to complete assigned tasks
Organizing	Must be able to organize assigned work in a logical manner in order to complete assigned work
Quality Focused	Must strive to continually enhance the maintenance services for the Facility

Employee's Signature	Date
Supervisor's Signature	Date